

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

Academic Senate Agenda

OCTOBER 1, 1985

U.U. 220 - 1500-1700

I. MINUTES:

II. ANNOUNCEMENTS:

A.

III. REPORTS:

- A. President's Report
- B. State Wide Senators Report - see attached Report of the Ad Hoc Committee on Governance, Collegiality and Responsibility in the California State University.
- C. Committee Reports (Please submit in writing)

IV. BUSINESS ITEMS:

- A. Ballot to confirm Ray Terry as Secretary. He served as Acting Secretary during the summer.
- B. Constitution and By Laws (see attached) -John Rogalla, Const. By Laws Committee-2nd reading, time certain
- C. Resolution on Leave with Pay (attached) -Ray Terry, Professional Leave Committee

V. DISCUSSION ITEMS:

A.

VI. ADJOURNMENT:

MEETING OF THE BOARD OF TRUSTEES

REPORT OF THE AD HOC COMMITTEE ON GOVERNANCE, COLLEGIALLY AND
RESPONSIBILITY IN THE CALIFORNIA STATE UNIVERSITY

Background

During the 1985-86 academic year, the statewide Academic Senate of the CSU promulgated a statement on Collegiality in The California State University and recommended it to the Board of Trustees. At the motion of Trustee Brophy, an ad hoc Committee on Governance, Collegiality, and Responsibility in The California State University was created to address the statement. Serving on this ad hoc committee were:

Dale B. Rife, Chair
Roy T. Brophy
Les A. Gritsen
W. Ann Reynolds

The committee was advised and assisted by Presidents Dry, Hale, and McCune; Academic Senate Chair, Bernard Goldstein; the Chair of the Academic Senate's Committee on Faculty Affairs, Timothy Kersant; the recent recipient of the Outstanding Professor Award, Dr. Kenneth Merrill, California State University, Long Beach; Lori Erdman of the California State Student Association; Provost Vandenberg and Vice Chancellor Nagler.

The committee met on two occasions and, after considerable discussion, developed the attached statement which was acceptable to both members of the ad hoc committee and all advisors.

The committee recommends adoption of the following resolution:

RESOLVED, By the Board of Trustees of The California State University, that it hereby adopts the attached statement on Collegiality.

ATTACHMENT A
Full Board - Item 3
September 17-18, 1985

Academic governance is a complex web of decision-making and responsibility that translates academic goals and values into university policy or action. Authority in the modern public university derives from two quite different sources: (a) from the power vested by law and administrative code in governing boards and administrators and (b) from the knowledge of the subject matter and from the pedagogic expertise of the faculty.

Collegiality consists of a shared decision-making process and a set of values which regard the members of the various university communities as essential for the success of the academic enterprise. It incorporates mutual respect for similarities and for differences -- in background, expertise, judgment and assigned responsibilities; and involves mutual trust based on experience.

Collegial governance allows the academic community to work together to find the best answers to issues facing the university. Collegial governance assigns primary responsibility to the faculty for the educational functions of the institution in accordance with basic policy as determined by the Board of Trustees. This includes admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities. Collegiality rests on a network of interlinked procedures jointly devised, whose aim is to assure the opportunity for timely scholarly pertinent to decisions about curriculum and academic personnel matters.

The governing board, through its administrative officers, makes sure that there is continual consultation with appropriate faculty representatives on these matters. Faculty recommendations are normally accepted, except in rare instances and for compelling reasons. The collegial process also recognizes the value of participation by the faculty in budgetary matters, particularly those directly affecting the areas for which the faculty has primary responsibility.

Central to collegiality and shared decision-making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its expression. The collegium must be the last public bastion of respect for individuals, whether they are members of the faculty, students, staff, alumni, administration or Board of Trustees.

The Board of Trustees wishes to maintain the statewide Academic Senate and campus senates/councils separate and apart from collective bargaining. It is the intention of the Board to maintain its efforts to promote collegiality and to support the continuing efforts of the Academic Senate to preserve collegiality in the CSU.

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION FOR MALCOLM WILSON

WHEREAS, Malcolm Wilson has labored diligently to place the curriculum of the University on a sound academic foundation, and

WHEREAS, Malcolm Wilson has ensured the integrity of the approved programs in a fair and reasonable manner, and

WHEREAS, Malcolm Wilson has contributed to the spirit of collegiality at Cal Poly with his sincere and informed approach to controvertible issues both in and out of committee deliberations, and

WHEREAS, Malcolm Wilson established a rigorous standard for the Office of Vice Provost, and

WHEREAS, Malcolm Wilson displays a remarkably helpful, judicious and good natured manner in his relations with colleagues; therefore, be it

RESOLVED, That the Executive Committee, on behalf of the Academic Senate, commend Malcolm Wilson for his valuable and distinguished service to the University, and be it further

RESOLVED, That the Executive Committee, by this resolution, make public its appreciation of Malcolm Wilson as a worthy individual and a trusted and cherished colleague.

ACADEMIC SENATE RESOLUTION

7
RECEIVED

OCT 16 1985

Academic Senate

WHEREAS:

Students who have identified disabilities have a right to attend a program of studies at California Polytechnic State University.

WHEREAS:

Students who have identified disabilities may require adaptations, alterations, and accommodations, in order to benefit from instruction.

WHEREAS:

Students who have identified disabilities may require adaptations, alterations, and accommodations, in order to demonstrate their proficiency.

AND THEREFORE BE IT RESOLVED:

AS IDENTIFIED BY DISABLED STUDENT SERVICES

Students with ~~identified~~ disabilities have a right to be allowed instructional adaptations, alterations, and accommodations, such as but not limited to preferential seating, notetakers, transcribing, interpreters, and tape recordings, as determined by a joint conference between the student, instructor, and Disabled Student Services.

AND THEREFORE BE IT RESOLVED:

Students with identified disabilities have a right to be allowed testing adaptations, alterations, and accommodations, such as but not limited to extended time for completion, transcribing into Braille, readers, and recorders, as determined by a joint conference between student, instructor, and Disabled Student Services.

AND THEREFORE BE IT RESOLVED:

Under no circumstances will the privacy of lecture or the confidentiality of testing be abridged.

OCT 21 1985

THE MISSION OF THE CALIFORNIA STATE UNIVERSITY

Academic Senate

I. The mission of The California State University is:

To advance and extend knowledge, learning and culture, especially throughout California.

To provide opportunities for individuals to develop intellectually, personally, and professionally.

To prepare significant numbers of educated, responsible people to contribute to California's schools, economy, culture and future.

To encourage and provide access to a quality education to all who are prepared for and would benefit from collegiate study.

To offer undergraduate and graduate instruction leading to bachelor's and higher degrees in the liberal arts and sciences, the applied fields, and the professions, including instruction at the doctoral level.

To prepare students for an international, multi-cultural society.

To provide public services that enrich the university and its communities.

II. To accomplish its mission, The California State University:

Emphasizes excellence in instruction.

Provides an environment in which scholarship, research, creative, artistic, and professional activity are valued and supported.

Stresses the importance of the liberal arts and sciences as the indispensable foundation of the baccalaureate degree.

Requires of its ~~bachelor's degree graduates~~ breadth of understanding, depth of knowledge, and the acquisition of such skills as will allow them to be responsible citizens in a democracy.

Seeks out those with collegiate promise who face cultural, geographical, physical, educational, financial, or personal barriers to assist those individuals in advancing to the highest educational levels they can reach.

Works in partnership with other California educational institutions to maximize educational opportunities for students.

Mission

Page 2

Serves communities as educational, public service, cultural and artistic centers in ways appropriate to individual campus locations and emphases.

Encourages campuses to embrace the culture and heritage of their surrounding regions as sources of individuality and strength.

Recognizes and values the distinctive history, culture, and mission of each campus.

Promotes an understanding and appreciation of the peoples, cultures, economies, and diversity of the world and advocates respect and care for the natural environment.

Encourages free scholarly inquiry and protects the University as a forum for the discussion and critical examination of ideas, findings, and conclusions.

Offers instruction at the doctoral level jointly with the University of California and with private institutions of postsecondary education, or independently in the field of Education.

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION ON LEAVES WITH PAY

- WHEREAS, The University Professional Leave Committee has acted responsibly and with moderation in its two years of existence; and
- WHEREAS, The 1984-85 University Professional Leave Committee spent several months deliberating the criteria for leaves with pay and procedures for ranking applications for leaves with pay; and
- WHEREAS, A majority of the membership of the 1984-85 UPLC and all four of the continuing members of the 1985-86 UPLC favor the statement of criteria and procedures set forth in the document "Leave With Pay Guidelines;" therefore be it
- RESOLVED: That the Academic Senate affirms the document "Leave with Pay Guidelines" and approves the mode of operation of the UPLC, as set forth therein.

AMENDMENT NO. 1: Section D of the UPLC Report enumerating the UPLC's criteria for ranking leave with pay proposals shall be replaced by:

"D. Criteria

1. For the 1986 Review process, the UPLC shall evaluate each application for a leave with pay (for the 1986-1987 academic year) in accord with the criteria established by and for the appropriate SPLC or LPLC.
2. The UPLC shall propose for Senate adoption university-wide criteria for the evaluation of all leaves with pay (for the 1987-1988 academic year).
 - a. The deadline for the UPLC to make its recommendations to the Academic Senate shall be April 1, 1986.
 - b. The deadline for the Academic Senate to approve a set of university-wide criteria for the evaluation of leave with pay applications shall be May 27, 1986.
3. When adopted by the Academic Senate, the new university-wide criteria shall replace Sections 1, 2 and 3 of this article."

AMENDMENT NO. 2: Section F of the UPLC Report enumerating the procedures to be used by the UPLC in developing a prioritized list of leave with pay applications shall be replaced by:

"F. Procedures

1. Each member of the UPLC shall individually and separately review the professional leave applications which shall be kept in the Personnel Office.
2. Each member of the UPLC shall make such notes as will be adequate to enable him/her to make comparative judgments on the relative merits of the applications for leaves with pay.
3. After each member has had sufficient time to examine the applications for leaves with pay, the UPLC shall meet in plenary session to discuss the relative merits of the proposals.
4. If an application is found deficient in one or more of the general characteristics enumerated in E above, or if additional information is desired by the UPLC, the Chair shall request the information from the appropriate SPLC or from the LPLC.
5. After adequate time has elapsed for the receipt of the additional information, and after further discussion (if necessary), the UPLC shall begin the ranking process.

"F. Procedures (Continued)

6. For the 1986 Review process, the UPLC shall seek (in so far as is possible) to maintain the relative rankings established and recommended by an SPLC or by the LPLC for its applications for leaves with pay.

A change in the ranking of an SPLC or of the LPLC could occur if the UPLC determined that the SPLC or LPLC had violated its own procedures or inappropriately applied its own criteria.

7. For the 1986 Review process, the UPLC shall seek (in so far as is possible) to rank applications for leaves with pay in such a way that an application which is in the first (2nd, 3rd, 4th) quartile of the applications of its school /library shall remain in the first (2nd, 3rd, 4th, respectively) quartile of the UPLC's ranking.
8. The UPLC shall propose for Senate adoption an operating procedure for the 1987 Review process which shall take into consideration both the quality of an application and the number of funded applications to which a school/library is entitled.
 - a. The deadline for the UPLC to make its recommendations to the Academic Senate shall be April 1, 1986.
 - b. The deadline for the Academic Senate to approve an operating procedure by which the UPLC shall generate a prioritized list of recommended professional leave applications shall be May 27, 1986.
9. When adopted by the Academic Senate, the new operating procedures shall replace Sections 6-9 of this Article."

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo

MEMORANDUM

DATE: September 18, 1985

COPY:

TO: Lloyd Lamouria, Chair
Academic Senate

FROM: John Rogalla, Chair

SUBJECT: By-Laws Description & Operational Procedures -
Professional Leaves Committee

Responsibilities of the Professional Leaves Committee have been drafted from the committee proposal. They conform to the format of description section of the By Laws. The Committee recommends their adoption.

The description does not detail procedure as detailed in the proposed procedure appended to the Agenda of the Academic Senate, May 21, 1985. This committee noted three philosophic areas which should be considered by the Senate as the proposal is approved.

1. The majority proposal passed by a vote of 5 to 3. It charges the committee as to evaluate and prioritize all applications on the content of the applications alone. The minority position is that the application should be reviewed and prioritized in recognition of the School PLC priorities. The minority position is stated;

"Because it is composed of persons of diverse fields, the UPLC cannot assess the quality of proposals according to the criteria put forth in Section D.1 and D.2 of (the proposal) Leave with Pay Guidelines and cannot, therefore rank order the Proposals ---.

Also, this is a change in procedure from those established by the Personnel Review Committee acting as the temporary Professional Leaves Committee on October 30, 1984.

"that the following guidelines be added to Section C, Functions, Page 2 of the Leave with Pay Guidelines for the University Committee.

- Shall establish quotas by school based on the number of applications received.

2

- Shall not disrupt priorities established by each school unless it can be shown that the school involved violated its own criteria and/or procedures."

and, the proposed procedure deviates from CAM 386.50

"the number of sabbatical leaves allocated to the University will be distributed on an equitable basis among schools.

2. Experience of operation the past year involved one application which was significantly incomplete and had to be sent back to the school for completion. The M.O.U. charges the committee to insure the applications reflect merit. Thus the final priority reflects the committee members' professional integrity thus school committees must be aware that the applications must be complete.
3. The procedure this past year established separate priority lists for Sabbatic and Leaves With Difference in Pay. This created a problem when one worthy leave-with-difference could not be accepted since the outside funding was lost. There was no possibility of altering the application to a sabbatic request.

The operating procedures appear non controversial except for these points and the Committee recommends adoption after these points are considered.

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file: bylawchg

5/14/85

I.12. Professional Leaves Committee

a. Membership

1. Members of the University Professional Leaves Committee shall be elected. The member representing the Library shall be elected from and by the Library faculty rather than from Professional Consultative Services in general.
2. Faculty eligible for membership are tenured, not on a School/Library Professional Leaves Committee and not applying for a leave with pay.
3. Ex officio members of the University Professional Leaves Committee shall be the Associate Personnel Director or his/her designee, and the Provost or his/her designee. Ex officio members shall be non voting.

b. Responsibilities

The University Professional Leaves Committee shall be responsible for ~~control~~ direction of the professional leaves program of the University.

1. Recommend to the Provost after approval by the Academic Senate changes in procedures and criteria for ranking leave with pay applications.
2. Recommend changes in leave with pay application response deadline to the Provost after approval of the Academic Senate.
3. Review School/Library leave with pay procedures and criteria for compliance with MOU and University Guidelines. Recommended changes shall be directed to the appropriate administrator with a copy to the Provost.
4. Review all applications and the prioritization by School/Library Professional Leave committee to ensure compliance with approved guidelines and quality of applications.
5. Evaluate all Professional Leave applications and recommend a priority ranking to the Provost.
6. Shall act as the committee to evaluate review Meritorious Performance and Professional Promise awards referred to it by the President.

A

Memorandum

To : Tomlinson Fort
Provost

Date : 03-25-85

File No. :

Copies :

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MAR 29 1985

From : Raymond D. Terry
Chair: UPLC

Academic Senate

Subject: UPLC Procedures and Criteria

We have now finished Phase III of our work: the determination of university-wide criteria for use in reviewing and ranking professional leave proposals and the determination of UPLC procedures to be used in the 1985-1986 academic year.

You will note that our updated "Leave with Pay Guidelines" provides for staggered elections, with half the UPLC chosen each year. Specifically, the four current members of the UPLC who would continue to be members next year are:

Alice Loh	- Landscape Architecture	- ARCH
Tim Barnes	- History	- CAH
Jay Waddell	- Library	- LIBR
Raymond D. Terry	- Mathematics	- SOSAN

Elections would be held this spring to replace the representatives of the Schools of Agriculture, Business, Engineering and Professional Studies and Education. Of course, the current representatives from those schools could choose to run for re-election.

Although we have not specified the mode of the elections, we expect and recommend that the Academic Senate hold the elections and certify the results.

Whether to provide one combined priority list of all professional leaves or to provide two lists as was done this year was not resolved in our meetings.

We endorse the same calendar for processing professional leave applications as was used for 1984-1985, with the exception that Item B would be omitted and the remaining items would be re-lettered.

At this time we plan no additional meetings until May and then only if we enter Phase IV: the review of such MPPP awards as may be forwarded to us.

LEAVE WITH PAY GUIDELINES
1985-1986

General Principles

A. Purpose

Leaves of absence with pay may be granted faculty members for purposes of research, study, creative activity, service, or travel appropriate to one's position at the University.

B. Eligibility

1. Sabbatical Leaves - A full-time tenured faculty unit employee shall be eligible for a sabbatical leave if he/she has served full-time in a probationary and/or tenured position(s) for six (6) years in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference-in-pay leave. (MOU 27.2)
2. Difference-in-Pay Leaves - A probationary or tenured faculty unit employee shall be eligible for a difference in pay leave if he/she has served full-time for six (6) years preceding the difference-in-pay leave and after any previous sabbatical leave or difference-in-pay leave. (MOU 28.4)

Schoolwide Professional Leave Committees (SPLC)

A. Membership

One member shall be elected from each department by tenured and probationary faculty from that department. Eligible faculty for membership are tenured, not on the University Professional Leave Committee, and not applying for a leave with pay.

B. Committee Chair

1. The committee chair must be a member of the SPLC and shall be elected by the members of the SPLC.
2. The chair is responsible for forwarding the school procedures and criteria to the UPLC.
3. The chair is responsible for forwarding the applications and SPLC recommendations to the Dean.

C. Committee Functions

1. Review and/or recommend school leave with pay procedures and criteria.
2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.

C. Committee Functions (Continued)

3. Recommend a priority ranking to the Dean based on school procedures and criteria.

Library Professional Leave Committee (LPLC)

A. Membership

Eligible librarians for membership are tenured, not on the UPLC, and not applying for a leave with pay.

B. Committee Chair

1. The committee chair must be a member of the LPLC and shall be elected by the members of the LPLC.
2. The chair is responsible for forwarding the Library procedures and criteria to the UPLC.
3. The chair is responsible for forwarding the applications and LPLC recommendations to the Library Director.

C. Committee Functions

1. Review and/or recommend library leave with pay procedures and criteria.
2. Review all sabbatical and difference-in-pay leave applications and interview all applicants.
3. Recommend a priority ranking to the Library Director based on Library procedures and criteria.

University Professional Leave Committee (UPLC)

The UPLC shall be considered the Professional Leave Committee, as referenced in MOU 27.5.

A. Membership

1. One member shall be elected from each school and the Library by tenured and probationary faculty unit employees from the school and Library, respectively.
 - a. Eligible faculty for membership are tenured, not on a SPLC or the LPLC, and not applying for a leave with pay.
 - b. The term of office of each elected member of the UPLC shall be two years.
 - c. The representatives of the Schools of Agriculture, Business Engineering and Professional Studies and Education shall be

- c. (Continued)
elected in the spring of odd-numbered calendar years.
- d. The representatives of the Library and of the Schools of Architecture, Communicative Arts and Humanities, and Science and Mathematics shall be elected in the spring of even-numbered years.

- 2. The Associate Personnel Director shall be an ex-officio, non-voting member of the UPLC.
- 3. The Provost shall designate an ex-officio, non voting member of the UPLC.

B. Committee Chair

- 1. The chair must be a member of the UPLC and shall be elected annually by the members of the UPLC.
- 2. The chair shall be responsible for forwarding recommended UPLC procedures and criteria, leave with pay applications, and priority rankings to the Provost.

C. Functions

- 1. Recommend to the Provost any changes in UPLC procedures and criteria for ranking leave with pay applicants.
- 2. Review school/library leave with pay procedures and criteria for compliance with MOU and University guidelines. Recommended changes shall be forwarded to the Provost with a copy to the appropriate school Dean/ Library Director.
- 3. Recommend leave with pay application response deadlines to the Provost.
- 4. Review procedures and criteria utilized by school/Library for ranking applicants to ensure compliance with approved guidelines.
- 5. Review all sabbatical and difference-in-pay leave applications.
- 6. Recommend a priority ranking to the Provost.

D. Criteria

In accordance with the standards broadly accepted throughout higher education and in concurrence with Article 27 of the Agreement between the CSU system and its faculty, the purpose of a sabbatical leave is to provide a benefit to the University. It is implicit in the nature of education that an activity which is of benefit to the professional development of a faculty member or which is of benefit to the courses of instruction is also of benefit to the University. Therefore the UPLC shall use the following criteria to rank proposals for professional leave:

D. Criteria (Continued)

1. The degree to which the action in the proposal will result in a significant scholarly contribution to its discipline through the development of new knowledge, new design or creative activity.
2. The degree to which the action in the proposal will result in improved instruction, improved capability or development of the faculty member, or the acquisition of new insight.

E. General Characteristics

The following general characteristics are expected in proposals for leave with pay or with difference-in-pay:

1. An abstract or summary of the proposal.
2. A detailed outline of the proposed plan of study, research or creative activity.
3. Supporting documentation from universities, employers, or institutions that might be sponsoring the project.
4. Annotated literature search indicating the need for the project (if appropriate).
5. Benefits which will accrue to your profession, the University and students.
6. Probability of completion of the proposed project. This should include:
 - a. The feasibility of the proposal.
 - b. The applicant's background in relation to the proposal.
 - c. The amount of preparation for the leave, as evidenced by advanced study or research.
7. The urgency of the proposed leave in terms of its benefit to the university.

F. Procedures.

1. Each member of the UPLC shall individually and separately review the professional leave applications, which shall be kept in the Personnel Office.
2. Each member of the UPLC shall make such notes as will be adequate to enable him/her to make comparative judgments on the relative merits of the applications for leaves with pay. To assist each UPLC member in this, an adequate supply of work-sheets shall be kept with the applications.

F. Procedures (Continued)

3. After each UPLC member has had sufficient time to examine the applications for leaves with pay, the UPLC shall meet in plenary session to discuss the relative merits of the proposals.
4. If an application is found deficient in one or more of the general characteristics enumerated in E above, or if additional information is desired by the Committee, the chair shall request the information from the appropriate SPLC or from the LPLC.
5. After adequate time has elapsed for the receipt of the additional information, and after further discussion (if necessary), the UPLC shall begin the ranking process.
6. Using a specially prepared scoresheet, each UPLC member shall assign to each application a score from one to five applying the criterion D1 above; each UPLC member shall assign to each application a score from one to five applying the criterion D2 above. Thus, each UPLC member shall rate each application using a 2-10 scale. The UPLC, as a whole, shall thus rate each application using a 16-80 scale.
7. The scores, thus arrived-at, shall form the basis for the UPLC's prioritized list of recommended professional leaves.

CALENDAR FOR PROCESSING PROFESSIONAL LEAVE APPLICATIONS

- October 15 - Leave with pay eligibility lists are distributed and deadlines are announced by the Personnel Office. school deans / Library Director advise department heads and department heads notify eligible employees of eligibility and deadlines.
- November 01 - Candidates are responsible for submitting applications for leaves with pay to department heads.
- November 09 - Applications are forwarded to school deans / Library Director with department heads' recommendations following consultation with departmental faculty. The department shall provide a statement to the appropriate administrator regarding the possible effect on the curriculum and the operation of the department should the employee be granted a leave with pay. (MOU 27.6 & 28.8)
- Nov. 11/Nov. 15 - The Provost consults with the UPLC.
- November 15 - Applications are forwarded to the SPLC's / LPLC by the school deans / Library Director.
- Nov. 18/Dec. 13 - The UPLC reviews its criteria and procedures and makes recommendations (if necessary) to the Provost.
- Nov. 18/Dec. 13 - SPLC's and the LPLC review applications and interview all leave with pay applicants.
- December 18 - Priority lists recommended by the SPLC's and the LPLC are forwarded to the school deans / Library Director.
- January 10 - School deans/ Library Director forward a copy of their recommendations and priority lists, the SPLC's (LPLC's) recommendations, all applications, and a report of the criteria and procedures followed in the recommendation process to the UPLC via the Provost.
- Jan. 13/Feb. 14 - The UPLC reviews school/library procedures and criteria for compliance, reviews applications, and develops a priority ranking of all applicants.
- February 14 - The UPLC forwards its recommendations on priority to the Provost.
- February 25 - The Provost notifies applicants of action on applications; such actions are subject to fiscal appropriations which are proposed for inclusion in the budget.
- Feb. 25/Mar. 25 - The UPLC recommends changes in school/library procedures to the Provost with a copy to the appropriate school deans / Library Director. The UPLC recommends to the Chair of the Academic Senate and to the Provost any changes in its procedures, criteria or the Calendar for Processing Professional Leave Applications.

California Polytechnic State University
University Professional Leave Committee

PROFESSIONAL LEAVE EVALUATION

Score Work Sheet

Name of Applicant: _____

Applicant's Department: _____

Applicant's School: _____

Applicant's Rank within his/her school: _____

Topic of the proposed leave with pay:

Scoring is done on a scale of 1 (rated low) to 5 (rated high).

Score for Criterion 1: _____

Score for Criterion 2: _____

Total Score: _____

Evaluator's Comment:


Memorandum

To : Raymond D. Terry, Chairman
UPLC

Date : March 21, 1985

File No.:

Copies :

From :  Anthony K. Mason, Member (Engineering)
UPLC

Subject: Minority Opinion on Adopted UPLC Procedures

Because it is composed of persons from diverse fields, the UPLC cannot assess the quality of proposals according to the criteria put forth in Sections D.1 and D.2. (UPLC) of Leave with Pay Guidelines and cannot, therefore, rank order these proposals as required in Sections C.6 and F.1.

The function of the UPLC should be to review the rankings and other findings of the Dean's and SPLC's in the capacity of an "oversight committee."

It was shown during the UPLC meetings that fair and systematic procedures for assigning limited sabbatical leave positions to competing applicants can be implemented without a UPLC ranking.

The concept of a ranking of competing leave with pay proposals by a body constituted like the UPLC is fundamentally defective and is practiced at few, if any, other universities.

AMENDMENT to Resolution on Students with Disabilities

Substitute the following for the first and second RESOLVED clauses:

RESOLVED that students with disabilities as identified by Disabled Student Services shall be allowed instructional adaptations, alterations, and accommodations. Particular adaptations, alterations, and accommodations shall be jointly agreed upon by the professor and student (with consultation with Disabled Student Services when necessary).

RESOLVED that students with identified disabilities shall be allowed testing adaptations, alterations, and accommodations. Particular adaptations, alterations, and accommodations shall be jointly agreed upon by professor and student (with consultation with Disabled Student Services when necessary).

9A
PROPOSED AMENDMENT TO THE UPLC REPORT

INSERT THE FOLLOWING AT #4 ON PAGE 9 OF THE AGENDA AND MOVE THE REMAINING
NUMBERING UP ONE:

- #4 The UPLC shall retain 25% of the total amount of sabbatical leaves granted the University for the purpose of rectifying deviations from equity arising from the mechanical distribution of leaves in accordance with school quotas.
- #5 With regard to the remaining 75% of the budgeted leaves, the UPLC ...,etc....